

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2160

Page 1 of 1

Agency: Water Management Administration

Division/Unit: Nonpoint Source

This Schedule Supercedes Schedule #1579

Dam Safety Division

Item No.	Description	Retention
1	Dam Files: Files contain records of dam construction, inspection, correspondence, engineering plans, repair or modification records and emergency action plans. Files include videotapes, pictures, floppy disks and large bound engineering analyses. Purpose is to have access to important records necessary to assure the safety of dams.	Permanent Transfer periodically to Maryland State Archives
2	Permit Files: Files contain applications for construction, repair or modification of dams or ponds. They also include engineering plans, evaluations, photo's, inspection forms, as-built plans and correspondence. Purpose is to retain records of permit processing, design and as constructed dams and ponds for repair and modifications.	30 years Retain 30 years then destroy
3	Small Pond Files: Files contain summary sheet and pond approval forms from the Soil Conservation Districts after they approve a small pond under Environment Article 5-503(b). Purpose is for future use of records for engineering studies, repair or modification.	30 years Retain 30 years then destroy

Scheduled Approved by Department, Agency,
or Division Representative.

Date

Signature

Typed Name

Title

Robert M. Summers

Administration Director

Schedule Authorized by State Archivist

Date

OCT 02 2001

Signature

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 1 Of 1
1. DEPARTMENT/AGENCY: Environment	2. DIVISION: Water Management Adm.	3. UNIT: Nonpoint Source Program
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORDS SERIES TITLE DAM FILES		5. EARLIEST YEAR / LATEST YEAR 1934 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Files contain records of Dam construction, inspection, correspondence, engineering plans, repair or modification records and emergency action plans. Files include videotapes, pictures, floppy discs and large bound engineering analyses. Purpose of the series is to have access to critical records necessary to assure the safety of the dams in Maryland.		
7. RECORD SERIES FORMAT(S) <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Letter Size <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Other (Specify) </div> <div> <input checked="" type="checkbox"/> Microfilm Computer Tape <input checked="" type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Video Tape </div> </div>	8. RECORD SERIES SEQUENCE <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) </div> <div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) </div> </div>	9. VOLUME <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) </div> <div> 30 Number </div> </div>
11. FILE IS USED <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly </div>		12. FILE BECOMES INACTIVE AFTER <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Never Number </div> <div> <input type="checkbox"/> Month(s) </div> <div> <input type="checkbox"/> Year(s) </div> </div>
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 BROENING HIGHWAY	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div>	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>	16. AUDIT REQUIREMENTS <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent </div>	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>	RECOMMENDED RETENTION Records are so critical that they are considered permanent	
19. NAME AND TITLE OF PREPARER Brad Iarossi, Chief, Dam Safety Division	20. TELEPHONE NUMBER 410-631-3538	21. DATE 4/02/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of 1	
1. DEPARTMENT/AGENCY: Environment		2. DIVISION: Water Management Adm.		3. UNIT: Nonpoint Source Program	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE PERMIT FILES				5. EARLIEST YEAR / LATEST YEAR 1986 TO	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Files include applications for construction, repair or modification of dams or ponds. They also include engineering plans, evaluations, photos, inspection forms, as-built plans and correspondence. Purpose is to retain records of permit processing, design and as constructed dams and ponds for repairs and modifications.					
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" type="checkbox"/> Microfilm Legal Size Computer Tape Bound Book <input checked="" type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) 12 Other (Specify) Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) 2 Other (Specify) Number	
11. FILE IS USED Daily Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER 5 Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 BROENING HIGHWAY		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes No <input checked="" type="checkbox"/>			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		RECOMMENDED RETENTION 30 years and destroy			
19. NAME AND TITLE OF PREPARER Brad Iarossi; Chief, Dam Safety Division		20. TELEPHONE NUMBER 410-631-3538		21. DATE 4/02/01	

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of 1	
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DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Small Pond Files				5. EARLIEST YEAR / LATEST YEAR <div style="display: flex; justify-content: space-between;"> 1954 TO </div>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Files include summary sheets and approval of ponds approved by local Soil Conservation Districts (SCDs). Purpose is for use of records for engineering studies, repair or modifications.					
7. RECORD SERIES FORMAT(S) <div style="display: flex; justify-content: space-between;"> <div>Letter Size <input checked="" type="checkbox"/></div> <div>Microfilm</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Legal Size</div> <div>Computer Tape</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Bound Book</div> <div>Floppy Disk</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Audio Tape</div> <div>Video Tape</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Other (Specify)</div> <div></div> </div>		8. RECORD SERIES SEQUENCE <div style="display: flex; justify-content: space-between;"> <div>Alphabetical <input checked="" type="checkbox"/></div> <div></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Numerical</div> <div></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Chronological</div> <div></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Geographical</div> <div></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Other (Specify)</div> <div></div> </div>		9. VOLUME <div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 50px; text-align: center;">4</div> Number </div> <div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (Specify) </div> </div>	
11. FILE IS USED <div style="display: flex; justify-content: space-between;"> <div>Daily</div> <div>Weekly</div> <div><input checked="" type="checkbox"/> Monthly</div> </div>		12. FILE BECOMES INACTIVE AFTER <div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 50px; text-align: center;">5</div> Number </div> <div>Month(s)</div> <div><input checked="" type="checkbox"/> Year(s)</div> </div>			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 BROENING HIGHWAY		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <div style="display: flex; justify-content: space-between;"> <div>Yes</div> <div>No <input checked="" type="checkbox"/></div> </div>			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <div style="display: flex; justify-content: space-between;"> <div>Yes</div> <div><input checked="" type="checkbox"/> No</div> </div>		16. AUDIT REQUIREMENTS <div style="display: flex; justify-content: space-between;"> <div><input checked="" type="checkbox"/> None</div> <div>State</div> <div>Federal</div> <div>Independent</div> </div>			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <div style="display: flex; justify-content: space-between;"> <div>Yes</div> <div><input checked="" type="checkbox"/> No</div> </div>		RECOMMENDED RETENTION			
19. NAME AND TITLE OF PREPARER Brad Iarossi; Chief, Dam Safety Division		20. TELEPHONE NUMBER 410-631-3538		21. DATE 4/02/01	